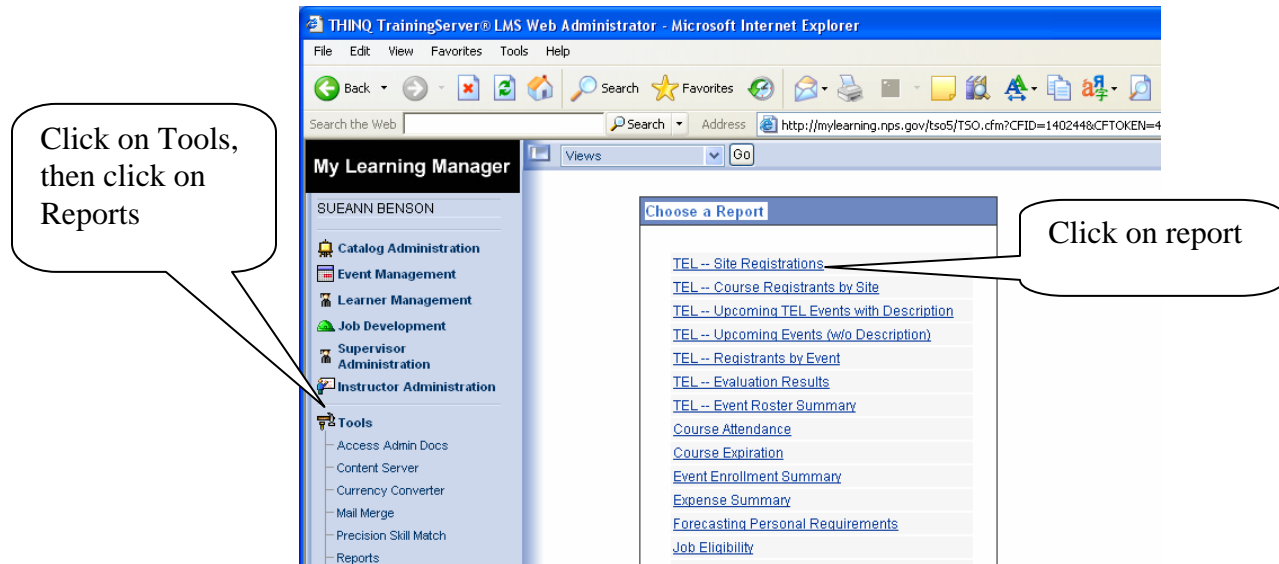


## TEL REPORTS

There are several reports available in My Learning Manager for your use. To access TEL Reports in the Administrator's side of My Learning Manager, select Tools (left hand side menu options) and select Reports. The below screen will appear. Report descriptions are listed below. Click on the report you need. Each report requires you to input information such as begin date, end date, park/unit alpha code, and course code.



### TEL – Site Registrations

Report tells what courses you have signed up for to receive the signal.

### TEL – Course Registrants by Site

Report tells who has registered at your location ... employees who are employed at the unit/park alpha code you type in. You can specify a specific date or a date range. Example: Begin Date=Mar 3, 2005 and a End Date=Mar 3, 2005 or Begin Date=Mar 3, 2005 End Date=Sep 31, 2005.

### TEL – Upcoming TEL Events with Description

Report brings up all upcoming TEL Events with a partial course description.

### TEL – Upcoming Events w/o Description

Report brings up all upcoming TEL Events without a course description.

### TEL – Registrants by Event

Report lists all the employees, from across the Service, who have registered for a specific course. You will need to type in the course begin and end date, and the course code.

### TEL – Evaluation Results

This is a report that compiles the course evaluation.

### TEL – Event Roster Summary

Report is a summary of all TEL courses – currently the report is not working.

### TEL – Exceptions (not available as of 3/2/2005)

Report pulls all sites and participants that have registered in wrong course status. This report is used by the TEL program staff.